

2 - Personnel Policies

2.1 Statement of Administration

The Georgia Public Library is a municipal library and as such, the Town of Georgia Personnel Policy ~~ies and Rules~~ covers all employees. ~~Refer to Section III B for specific information regarding powers granted to the Board of Trustees for administration of these rules and regulations. Please see Town of Georgia Personnel Policy for more information.~~

2.2 Staff Attendance of Trustee Meetings

The ~~Library Director~~ ~~librarian~~ will attend Trustee meetings. Other staff members are encouraged, but not required, to attend.

2.3 Policies for Volunteers

2.3.1 Choosing Volunteers

~~Depending on the job,~~ ~~V~~volunteers may be chosen by ~~any member of the Board of Trustees, or the~~ ~~Library Director~~. Other library staff may ~~choose volunteers and~~ assign work for them to do with the approval of the ~~Library Director~~. Volunteers may not choose other volunteers to assist or replace themselves without permission from the ~~Board of Trustees or the librarian~~ ~~Library Director or Board of Trustees~~.

2.3.2 Training Volunteers

Volunteers will be trained as necessary by ~~any member of the Board of Trustees, the~~ ~~Library Director~~ ~~ian~~, or other library staff with approval of the ~~Library Director~~ ~~librarian~~.

2.3.3 Volunteer Problems

Problems with volunteers should be addressed first to ~~library staff, then to the~~ ~~Library Director, ian from other library staff~~, and then to the Board of Trustees from the ~~librarian~~ ~~Library Director, in that order~~.

2.4 Conduct and Confidentiality

2.4.1 Conduct

All library staff will conduct themselves towards the public in a manner which will uphold the Library's goals and objectives.

2.4.2 Confidentiality

Library financial reports and minutes of Trustee meetings shall be available for public request. All other library records, including personnel records, are confidential. ~~No information about former employees will be given without written consent of that employee or a court order.~~

~~2.5 Job Descriptions~~

~~2.5.1 Librarian~~

~~Position: Librarian~~

~~Hours: 24 to 30 hours per week~~

~~Reports to: the Board of Trustees & Town Administrator~~

~~General Description: This position is responsible for the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:~~

~~A. Managerial~~

~~Carry out Library Policies as adopted by the Board of Trustees.~~

- ~~1. — Reports directly to the Board of Trustees and keeps them informed of monthly statistics and daily operation issues.~~
- ~~2. — Actively participates in policy development, planning and budgeting.~~
- ~~3. — Prepare purchase orders for Board of Trustee treasurer to coincide with the Town's Accounts Payable schedule.~~
- ~~4. — Attend and participate in all Board of Trustee meetings.~~
- ~~5. — Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards.~~
- ~~6. — Maintain contact with Franklin County libraries.~~
- ~~7. — Supervise and evaluate library staff with the department head and advise the Board of Trustees on new hires.~~
- ~~8. — Research grant opportunities/write grant applications.~~
- ~~9. — Plan public relations and fundraising activities~~
- ~~10. — Oversee Library Automation ongoing support.~~

~~B. Daily Operations~~

- ~~1. — Responsible for collection development, including materials selection and weeding.~~
- ~~2. — Responsible for effective organization of materials to meet patron's needs.~~
- ~~3. — Instructional role: show patrons how to access information in the collection, on the Internet, and through VALS.~~
- ~~4. — Fulfill Inter-Library Loan requests.~~
- ~~5. — Maintain/rotate special displays such as the large print collection, tax documents, book club selections, etc.~~
- ~~6. — Coordinate outreach service.~~
- ~~7. — Strive to provide visually attractive displays for reading themes and programs to enhance the services the Library offers. Displays should be refreshed on a regular basis.~~
- ~~8. — Collect overdue materials by following adopted policy. See Section 1.7 of Georgia Public Library Policies and Procedures.~~
- ~~9. — Perform public relations and fund raising activities.~~
- ~~10. — Maintain computer systems and oversee their usage.~~
- ~~11. — Perform Opening/Closing procedures as defined. See Section 3.1 of Georgia Public Library Policies and Procedures.~~

~~C. Administrative~~

- ~~1. — Answer email and phone messages.~~
- ~~2. — Maintain the schedule for the Community Room.~~
- ~~3. — Purchase Supplies.~~
- ~~4. — Oversee maintenance of equipment, such as computers, copier, etc.~~

~~D. Knowledge Base~~

- ~~1. — Remain current with reviewing tools~~
- ~~2. — Possess a library science degree or a Vermont Certificate of Library Training, as per minimum standards for Vermont Public Libraries.~~
- ~~3. — Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.~~

~~4. — Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, create periodic attractive newsletters and advertisements and use an automation application.~~

~~2.5.2 Assistant Librarian~~

~~Position: Assistant Librarian~~

~~Hours: 14 to 20 hours per week~~

~~Reports To: The Librarian~~

~~General Description: This position is responsible for assisting the Librarian in the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:~~

~~A. Daily Operations~~

~~1. — Collect overdue materials by following adopted policy (see Section 1.7 of Georgia Public Library Policies and Procedures).~~

~~2. — Maintain all library statistics on a regular basis.~~

~~3. — Maintain Patron records on a regular basis.~~

~~4. — Responsible for effective organization of materials to meet patron's needs.~~

~~5. — Fulfill Inter-Library Loan requests.~~

~~6. — Instructional role: Show patrons how to access information in the collection, on the Internet and through VALS.~~

~~7. — Perform public relations and fundraising activities.~~

~~8. — Perform Opening/Closing procedures as defined (see Section 3.1 of Georgia Public Library Policies and Procedures).~~

~~9. — Prepare books for delivery.~~

~~10. — Prepare new materials for use.~~

~~11. — Repair/mend materials as necessary.~~

~~12. — Put out the garbage and recycling.~~

~~B. Administrative~~

~~1. — Answer phone messages.~~

~~2. — Maintain the schedule for the Community Room.~~

C. Knowledge Base

- 1. — Attend at least one (1) professional development opportunity per year.**
- 2. — Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, and use an automation application.**

2.5.3 Children's Program Director

Position: Children's Program Director

Hours: 8 hours per week

Reports To: The Librarian

General Description: This position is responsible for developing and carrying out programs and activities for children ages 0-14. Detailed responsibilities include:

- 1. — Plan and present weekly preschool story time consisting of several stories, related craft(s), finger plays, songs, etc.**
- 2. — Coordinate and run the Summer Reading Program (SRP). This is a weekly program which lasts six (6) weeks in the summer for independent readers up to grade 6. The program has a theme supplied by the Department of Libraries (DOL), and group activities such as crafts, games, etc., ending with a party to celebrate.**
- 3. — Maintain the display case in the children's area.**
- 4. — Coordinate and present programs for children and their families.**
- 5. — Assist the Librarian with materials selection decisions for the children's collection.**
- 6. — Perform public relations and fund raising activities.**
- 7. — Perform publicity visits to schools.**
- 8. — Coordinate efforts with other area children's programming.**
- 9. — When available, cover for the Librarian and/or Assistant Librarian when needed, carrying out all necessary operational tasks during that time.**